

REGULAR MEETING

- I. CALL TO ORDER
- II. ROLL CALL
- III. REVIEW AGENDA
- IV. CONSENT AGENDA
- a. Approve/Disapprove December 2nd, 2014 Minutes
 - b. Review/Consent of December 2014 Check Detail Report
 - c. Approve/Disapprove January 6, 2015 Unpaid Bills Report [Available 1/6/15]
 - d. Approve/Disapprove Liquor License Renewal – Tommyknocker Tavern
 - e. Approve/Disapprove Liquor License Renewal – The Far Dog
 - f. Approve/Disapprove Multiple Special Events Elks Lodge #506
 - g. Approve/Disapprove Special Event Creede Arts Council
 - h. Approve/Disapprove September-December 2014 Expense Reports
- V. REPORTS & PRESENTATIONS
- a. 2014 Beautiful Business Awards
 - b. Public Works Report – Ben Davis (verbal)
 - c. LWCRCo Report – Eric Grossman (verbal)
 - d. Mayor’s Report – Eric Grossman (verbal)
 - e. Recycling Presentation – Deanna Fairchild (verbal)
 - f. Written Reports (Recreation, BI-No Dec. Inspections) - **Read ONLY**
- VI. OLD BUSINESS
- a. Approve/Disapprove/Discuss FEMA Letter
- VII. NEW BUSINESS
- a. Approve/Disapprove Resolution 2015-02 Dedicating & Naming Silver Ice Park
 - b. Approve/Disapprove Audit Services Provider
- VIII. MANAGERS REPORT
- IX. ADJOURN

POSTED 1/2/14

OPEN TO THE PUBLIC

**BOARD OF TRUSTEES
CITY OF CREEDE, COLORADO - A TOWN
December 2, 2014**

REGULAR MEETING

The Board of Trustees of the City of Creede - a Town, County of Mineral, State of Colorado, met in regular session in the Creede Town Hall at the hour of 5:31 p.m. There being present at the call of the roll the following persons:

TRUSTEES PRESENT: Elizabeth Zurn, Catherine Kim, Eric Grossman, Teresa Wall,
Molly McDonald, Kay Wyley
TRUSTEES ABSENT: Heather DeLonga

Mayor Grossman, presiding, declared a quorum present:

Those members of staff also present were as follows: Clyde Dooley, Manager
Randi Snead, Clerk/Treasurer

REVIEW AGENDA

Several item titles were corrected. A resolution number was added to New Business item e. A letter of support for the Rio Grande Reservoir was added to the Mayor's Report. Trustee Zurn moved and Trustee Wall seconded to approve the agenda as presented. The vote was unanimous. Mayor Grossman declared the motion carried.

CONSENT AGENDA

The consent agenda contained the following items:

- a. Approve/Disapprove November 4, 2014 & November 18, 2014 Minutes
- b. Review/Consent of previously paid disbursements as listed on the November 2014 Check Detail Report
- c. Approve/Disapprove Checks to be written December 3rd, 15th and/or 30th and signed

Clerk Snead brought attention to end-of-year vacation payouts as required by the employee handbook revision in March of 2014 and asked for verification. She was given direction to pay the full amounts as calculated on December 31, 2014. Trustee Zurn and Trustee Wall seconded to approve the consent agenda as amended. The vote was unanimous. Mayor Grossman declared the motion carried.

REPORTS AND PRESENTATIONS

PUBLIC WORKS REPORT

Public Works Director Ben Davis was unavailable to report to the trustees due to illness. Manager Dooley informed the board of the following:

- The crew has been working with the Hockey Club and SLVREC to get pond lighting service set up.
 - He has been busy attending reconstruction meetings for the school water line.
 - Child Care Center plumbing repairs have been made by a contractor and a disinfection system has been installed.
- Trustee Zurn asked Davis to ensure that he was involved in conversations regarding the flume as that construction may take up most of his time.

LOWER WILLOW CREEK RESTORATION COMPANY REPORT

Mayor Grossman reported that the board discussed the final phase of the floodplain project which is turning it into an open space and public park area and how the Company needs to start preparing for that transition. An audience member asked whether motor vehicles were allowed on the multi-use trail. The question was discussed and added to the December work session.

MAYOR GROSSMAN'S REPORT

Mayor Grossman reported on the following items:

-He asked Trustee McDonald about the Mineral County Board of Health.

-He reminded the Trustees about the City-County Joint Work Session December 3, 2014 at 5:30 p.m. He would like to discuss a Library Board, Recycle Creede, Arts & Recreation, Coffee Talks, and the former school property at the work session.

-Rural Philanthropy Days is in need of volunteers for its committees.

-The Community Christmas Dinner is December 12th and they are also looking for volunteers.

WRITTEN REPORTS

Written reports from Recreation and the Building Inspector were received and filed.

OLD BUSINESS

SCHOOL WATER SYSTEM ENGINEERING PLANS

This item was tabled pending receipt of material.

NEW BUSINESS

APPROVE/DISAPPROVE RESOLUTION 2014-13 ADOPTING AND APPROPRIATING THE 2015 BUDGET

A correction was made to a fund balance within the text of Resolution 2014-13. Trustee Wall moved and Trustee Zurn seconded to approve Resolution 2014-13 Adopting and Appropriating the 2015 Budget as amended. The vote was unanimous. Mayor Grossman declared the motion carried.

APPROVE/DISAPPROVE RESOLUTION 2014-14 2015 MILL LEVY

Trustee Wall moved and Trustee McDonald seconded to approve Resolution 2014-14 2015 Mill Levy as amended. The vote was unanimous. Mayor Grossman declared the motion carried.

APPROVE/DISAPPROVE RESOLUTION 2014-15 ADOPTING AND APPROPRIATING 2014 REVISED BUDGET

Questions were asked and answered about several line items in the 2014 budget. Trustee Zurn moved and Trustee McDonald seconded to approve Resolution 2014-15 Adopting and Appropriating 2014 Revised Budget as presented. The vote was unanimous. Mayor Grossman declared the motion carried.

APPROVE/DISAPPROVE RESOLUTION 2015-01 ANNUAL DESIGNATIONS AND 2015 FEE SCHEDULES

Trustee Wall moved and Trustee McDonald seconded to approve Resolution 2015-01 Annual Designations and 2015 Fee Schedules. The vote was unanimous. Mayor Grossman declared the motion carried.

APPROVE/DISAPPROVE RESOLUTION 2014-16 DISCONTINUING UTILITY BILLING SENIOR DISCOUNT

Discontinuing the discount for seniors was discussed at length. The item was tabled to the work session for further consideration.

APPROVE/DISAPPROVE PURSUING PRELIMINARY ENGINEERING REPORT

Manager Dooley was directed to prepare a draft Engineering Request for Proposals for consideration at an upcoming meeting.

APPROVE/DISAPPROVE/DISCUSS ENGINEERING FIRM FOR PER

This item was tabled until a preliminary engineering report could be obtained.

MANAGER'S REPORT

Source Water Protection Plan: Manger Dooley asked the Trustees whether they would like the Source Water Protection Stakeholder’s meeting to take place on January 13th or January 20th. Dooley was directed to schedule the meeting for January 27th, 2015 at 5:30 p.m.

Biernat Encroachment Agreement Extension: Dooley asked for and was given direction to submit the Biernat Encroachment Agreement Extension to Planning & Zoning next week for their consideration.

ADJOURN

There being no further business to come before the Board of Trustees at this time, Trustee Zurn moved and Trustee McDonald seconded that the meeting be adjourned at 7:35 p.m. The vote was unanimous. Mayor Grossman declared the motion carried.

Respectfully submitted:

 /Randi Snead/
Randi Snead, City Clerk/Treasurer

DRAFT

CITY OF CREEDE; A COLORADO TOWN

Monthly Check Detail

December 2014

01/02/15

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Dec 14					
Bill Pmt -C...	12/03/2014	8208	DIV of Alamo Sales Corp	4735423-RI/V-Plow & Freight	-10,412.00
Bill Pmt -C...	12/03/2014	8209	I.I.M.C.	CMC Application for Certification, Snead	-50.00
Bill Pmt -C...	12/03/2014	8210	Kentucky Belle Market	Nov Charges/Acct. #15 & #20-Tax Exempt	-93.31
Bill Pmt -C...	12/03/2014	8211	Oceans & Rivers, LLC	Nov Gas Charges	-442.27
Bill Pmt -C...	12/03/2014	8212	Quill Corporation	Office Supply	-114.98
Bill Pmt -C...	12/03/2014	8213	Ramona Weber	Building Inspection Services	-406.00
Bill Pmt -C...	12/03/2014	8214	Tomkins Hardware & Lumber	Nov Charges/Acct #580	-165.92
Check	12/05/2014	8207	GWRS (CCOERA)	VOID:	0.00
Paycheck	12/15/2014	8215	Benjamin J Davis		-1,111.09
Paycheck	12/15/2014	8218	Donald L Braley		-307.55
Paycheck	12/15/2014	8221	Eric R Grossman		-218.10
Paycheck	12/15/2014	8226	Robert B Schlough		-1,064.34
Paycheck	12/15/2014	8227	Scott W Leggett		-861.54
Paycheck	12/15/2014	8216	Catherine Kim		-153.92
Paycheck	12/15/2014	8217	Clyde E Dooley		-1,478.40
Paycheck	12/15/2014	8219	Elizabeth R Zurn		-153.92
Paycheck	12/15/2014	8220	Eloise T Hooper		-501.58
Paycheck	12/15/2014	8222	Heather DeLonga		-153.92
Paycheck	12/15/2014	8223	Mary E. McDonald		-153.92
Paycheck	12/15/2014	8224	Merolyn K Wyley		-153.92
Paycheck	12/15/2014	8225	Randi L Snead		-1,055.70
Paycheck	12/15/2014	8228	Teresa Wall		-153.92
Paycheck	12/17/2014	8229	Donald L Braley		-145.46
Liability Ch...	12/17/2014	CC...	GWRS (CCOERA)	98721-01/1220	-438.00
Bill Pmt -C...	12/17/2014	8230	VISA		-127.41
Bill Pmt -C...	12/17/2014	8231	CenturyLink	300794269/December	-260.46
Bill Pmt -C...	12/17/2014	8232	Creede Community Center	Rec Activity	-36.00
Bill Pmt -C...	12/17/2014	8233	Davis Engineering Service, Inc.	Misc. Work Requests/N. Creede etc.	-192.00
Bill Pmt -C...	12/17/2014	8234	Heather W. Delonga	School Arts Instruction	-320.00
Bill Pmt -C...	12/17/2014	8235	Monte Vista Cooperative	Propane Charges/Rent/Parts	-692.52
Bill Pmt -C...	12/17/2014	8236	Quill Corporation	Office Supplies-Ink, labels, envelopes, etc.	-36.98
Bill Pmt -C...	12/17/2014	8237	SLVREC	Dec 15 Electricity Charges	-1,389.00
Bill Pmt -C...	12/17/2014	8238	Valley Imaging Products, LLC	Monthly Service Agreement	-60.00
Liability Ch...	12/30/2014	CC...	GWRS (CCOERA)	98721-01/1220	-454.96
Liability Ch...	12/30/2014	8246	CEBT	City of Creede, 32705SG	-3,236.80
Liability Ch...	12/30/2014	941-...	United States Treasury	84-6000575	-7,282.40
Liability Ch...	12/30/2014	8247	Colorado Department of Revenue	07-01555	-72.70
Liability Ch...	12/30/2014	8248	Colorado Department of Revenue	07-01555	-2,033.00
Paycheck	12/31/2014	8239	Benjamin J Davis		-1,224.03
Paycheck	12/31/2014	8240	Clyde E Dooley		-4,403.36
Paycheck	12/31/2014	8241	Donald L Braley		-557.15
Paycheck	12/31/2014	8243	Randi L Snead		-2,298.14
Paycheck	12/31/2014	8244	Robert B Schlough		-1,200.67
Paycheck	12/31/2014	8245	Scott W Leggett		-857.18
Paycheck	12/31/2014	8242	Eloise T Hooper		-501.58
Liability Ad...	12/31/2014			Adjust to eliminate 11.7k rule	173.33
Liability Ch...	12/31/2014	8249	Colorado State Treasurer	133001-00-6-001	-186.08
Bill Pmt -C...	12/31/2014	8250	CML	2015 Membership Dues/3% refund if pd by ...	-500.00
Bill Pmt -C...	12/31/2014	8251	Del Norte Auto Supply, Inc.	Auto Supplies	-286.57
Bill Pmt -C...	12/31/2014	8252	Display Sales Company	100095/Replacement Christmas Light Bulbs	-147.00
Bill Pmt -C...	12/31/2014	8253	McQuitty Plumbing & Heating, LLC	1307/CELC Repairs & Water Line Replace...	-3,544.52
Bill Pmt -C...	12/31/2014	8254	Myer's Bros Truck & Tractor	37792/VPlow Hydraulic Installation	-4,741.27
Bill Pmt -C...	12/31/2014	8255	Ramona Weber	Building Inspection Services	-26.00
					-56,284.21
Dec 14					
8230	12/17/2014	VISA			
07931	11/25/2014		Recreation Supplies		-25.36
62873	11/25/2014		Recreation Fundraising Postage		-78.40
778792	11/25/2014		Ship Mats to Bohannan Houston		-17.90
844	12/05/2014		Send Budget Material to State		-5.75
TOTAL					-127.41

Water and Sewer Fund

Monthly Check Detail

December 2014

Type	Date	Num	Name	Memo	Amount
Dec 14					
Bill Pmt -Check	12/31/2014	2960	City of Creede	Dec 2014 Salary Reimburse (Inc. Vac Pay)	-13,447.43
Bill Pmt -Check	12/31/2014	2961	Grand Junction Pipe	3219814/CI Valve Box	-43.47
Bill Pmt -Check	12/31/2014	2962	Merrick & Company	137072/Misc Engineering Services	-993.74
Bill Pmt -Check	12/31/2014	2963	Sangre De Cristo L...	Sewage Testing	-119.00
Bill Pmt -Check	12/31/2014	2964	USDA Forest Service	BF020904R0079/Water Tank Easement 2014/Job ...	-1,642.24
Bill Pmt -Check	12/22/2014	2959	Accutest Mountain ...	DY-56462/NitPhos	-165.00
Bill Pmt -Check	12/03/2014	2946	Kentucky Belle Mar...	Nov Charges/#15 Tax Exempt	-3.69
Bill Pmt -Check	12/03/2014	2947	Sangre De Cristo L...	16321/Bac-T Analysis	-25.00
Bill Pmt -Check	12/03/2014	2948	Tomkins Hardware ...	Sep Charges/Acct 580	-9.58
Bill Pmt -Check	12/03/2014	2949	UNCC	November RTL Transmissions (5) l#221411192	-7.65
Bill Pmt -Check	12/01/2014	2950	VISA		-241.04
Bill Pmt -Check	12/01/2014	2951	Accutest Mountain ...	Sewer Testing	-205.00
Bill Pmt -Check	12/01/2014	2952	American Business ...	125658/ABS Support	-168.00
Bill Pmt -Check	12/01/2014	2953	CenturyLink	300794269/November	-109.64
Bill Pmt -Check	12/01/2014	2954	DPC Industries, Inc.	DE73000958-14/Chlorine	-36.00
Bill Pmt -Check	12/01/2014	2955	Merrick & Company	136532/Merrick Monthly Charges- Reimbursable ...	-1,962.00
Bill Pmt -Check	12/01/2014	2956	Monte Vista Co-op	Nov Charges/Water Tank	-88.95
Bill Pmt -Check	12/01/2014	2957	SLVREC	Dec 15 Electric Charges	-2,698.00
Bill Pmt -Check	12/01/2014	2958	Southern Colorado ...	948/Nov Water Contract	-125.00
					-22,090.43
Dec 14					
Bill Pmt -Check	2950	12/01/2014	VISA		
Bill	5806	11/21/2014		Water Shipping Fees	-11.68
Bill	5389	11/21/2014		Water Shipping Fees	-11.68
Bill	48698	11/25/2014		Wastewater Shipping Fees	-106.93
Bill	24522	11/25/2014		UBS Utility Billing Postage	-102.00
Bill	ADJ4861	12/01/2014		Water Testing Shipping	-8.75
TOTAL					-241.04

City of Creede, a Statutory Town
Liquor License Summary

Note: Liquor License forms contain a mixture of confidential and public information. In an effort to protect the confidentiality of items such as Social Security Numbers, Drivers License numbers, and dates of birth, liquor application forms will no longer be available to the public. This summary is intended to give the Board of Trustees and citizens the public content of the issue at hand.

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Type of Action Requested: Renewal of Tavern Liquor License

Applicant: Tommyknocker Tavern

Current Licensee: Same.

Factual Findings:

- This entity has had no changes in officers or owners
- The Owner is Brian Brittain
- Business address is 107 Wall Street
- The licensee has possession of the premises by lease through 2020.
- The business is in good standing.
- Character of the applicant is not an issue for this request.
- All applicable fees have been paid.
- No problems with local law enforcement per Min. Co Sherriff's Office 1/24
- The application for renewal was submitted in a timely manner.

Recommended Action

Consider approval of application for Renewal from Tommyknocker Tavern for Tavern Liquor License

City of Creede, a Statutory Town
Liquor License Summary

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Type of Action Requested: Renewal of Hotel/Restaurant Liquor License

Applicant: Far Dog, LLC.

Current Licensee: Same.

Factual Findings:

- This entity has had no changes in officers or owners.
- The Owner/Operating Manager is Jess Biernat.
- Business address is 115 N Main Street.
- The licensee has possession of the premises by ownership.
- The business is in good standing.
- Character of the applicant is not an issue for this request.
- All applicable fees have been paid.
- No problems with local law enforcement per Fred 1/24
- The application for renewal was submitted in a timely manner.

Recommended Action

Consider approval of application for Renewal from Far Dog LLC of a Hotel/Restaurant Liquor License.

City of Creede, a Statutory Town
Liquor License Summary

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Type of Action Requested: Approve a Multiple Special Events Permit to sell malt, vinous and spirituous liquor at a special event.

Applicant: Creede Arts Council

Factual Findings:

- Time, date and type of events to be permitted:
1/24/15, 4pm-10pm (Fundraiser)
- The premise for the event is 128 N. Main Street (Pappy's Place)
- Applicant is a non-profit in good standing with the State of Colorado
- Applicant is eligible to apply for a Special Events Permit.
- The location is eligible to be licensed.
- The premises has been posted for an adequate amount of time.
- The Event Manager is Amy Romero
- Character of the applicant is not an issue for this request.
- All applicable fees have been paid.
- These Special Events are 1 out of 15 possible 2015 events.

Recommended Action

Consider approval of a Special Event Permit for Creede Arts Council

City of Creede, a Statutory Town
Liquor License Summary

Note: Liquor License forms contain a mixture of confidential and public information. In an effort to protect the confidentiality of items such as Social Security Numbers, Drivers License numbers, and dates of birth, liquor application forms will no longer be available to the public. This summary is intended to give the Board of Trustees and citizens the public content of the issue at hand.

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Type of Action Requested: Approve Special Events Permit to sell malt, vinous and spirituous liquor at a special event.

Applicant: Creede Elks Lodge #506

Current Licensee: Same.

Factual Findings:

- Time, date and type of events to be permitted:
 - 2/13/15, 12am-2am – Valentine's Day Dance
 - 7/4/15, 12am-2am – Fourth of July Dance
 - 12/31/15, 12am-2am – New Years Eve Dance
- The premise for the event is the Elks Lodge #506 building at 112 N Main Street.
- Applicant is a non-profit in good standing with the State of Colorado
- Applicant is eligible to apply for a Special Events Permit.
- The location is eligible to be licensed.
- The Event Manager is Jim Van Ry.
- Character of the applicant is not an issue for this request.
- All applicable fees have been paid.
- These special events are 1-3 of 15 total possible 2015 events.

Recommended Action

Consider approval of a multiple date Special Events Permit for Creede Elks Lodge #506.

City of Creede

Travel Expense Report

9/25 - 9/27

11/14 - 11/15

Traveler: Mayor, ERIC GROSSMAN Dept: _____ Date: _____ Travel Dates: 12/11 - 12/15

Purpose of Travel: CML EXEC BOARD MEETINGS Location/Destination: CREEDE TO DENVER (Roundtrip)
FALL-WINTER 2014
(ALSO GOVERNORS XMAS PARTY)

Date									Totals	Paid by Traveler	Paid by Town
Registration											
Fuel	51.11		56.28	49.66			41.21	34.80	233.06		
Meals **	3.30	8.65	11.00	22.35	10.36	4.06	4.07	7.80	71.59		
Lodging											
Other:											
P. Vehicle	(CITY CAR →)										
	9/25	9/26	9/27	11/14	11/15	12/11	12/12	12/15			
Totals:	54.41	8.65	67.28	72.01	10.36	4.06	45.28	42.60	304.65		

Reimbursement	
Less-Advance	
Net	

Check # _____

Personal Vehicle

Date									Total
From - To									N/A
Miles									
Rate	0.565	0.565	0.565	0.565	0.565	0.565	0.565	0.565	N/A
Total									

* enter in P Vehicle Total

Traveler: Attach a copy of all receipts. If you're driving a Town vehicle, attach fuel receipts. If you're driving your own vehicle, attach a mileage report. Employee Meals are reimbursed at a maximum of \$50 per diem. If a travel advance was issued, and the advance exceeds the allowable expenses, your payment to the Town will be requested after reconciliation.

Employee/Traveler: _____

Date: 12/23/14

Town Manager: Charles Dewley

Date: 12/23/14

City of Creede

Travel Expense Report

Traveler: Mayor, Eric Grossman Dept: _____ Date: _____ Travel Dates: Monday Oct 20th, 2014

Purpose of Travel: COG MTG Location/Destination: ALAMOSA (Roundtrip)

10/20

Date									Totals	Paid by Traveler	Paid by Town
Registration											
Fuel											
Meals **											
Lodging											
Other:											
P. Vehicle	YES										
Totals:											

Reimbursement	
Less-Advance	
Net	

Check # _____

10/20 (Roundtrip)

Personal Vehicle

Date										Total
From - To	CRO/ALS									N/A
Miles	140									
Rate	0.565	0.565	0.565	0.565	0.565	0.565	0.565	0.565	0.565	N/A
Total	79.10									

* enter in P Vehicle Total

Traveler: Attach a copy of all receipts. If you're driving a Town vehicle, attach fuel receipts. If you're driving your own vehicle, attach a mileage report. Employee Meals are reimbursed at a maximum of \$50 per diem.

If a travel advance was issued, and the advance exceeds the allowable expenses, your payment to the Town will be requested after reconciliation.

Employee/Traveler: _____

Date: 12/23/14

Town Manager: _____

Date: 12/23/14

Town Board of Trustees
January 6, 2015
Eloise Hooper

Renaissance Kids finished on a good note. Twelve youth came to make Peppermint reindeer and mini pizzas. Youth who are in 8th grade have grown up coming to Renaissance Kids and still enjoy coming. They also help with the younger children when they need it.

The Elementary holiday program was well attended. More than 200 people came to watch. Rec helped with costumes for the musical portion and set up the elementary art show. Middle and high school music students helped with props, costumes and keep the elementary performers where and when they were supposed to be. Mrs. Gray said that the elementary performers had a lot of fun and people were still talking about the program days later.

The last Game Night of the year had more than 30 youth playing pool, fooseball, card games, board games, video games, and watching movies.

Renaissance Kids and Movie and Game Night Schedules are finished.

Vendor letters and registration packets are almost ready to send out. Days of '92 will be July 4th and 5th in 2015. Some of the food vendors asked Rec to provide a large generator that all of the food vendors could tap into. If I can rent one, the fee will be passed on to the food vendors. The vendors would not have to rent and bring their own generators. The generators are also very quiet which would be a plus.

Donations for Rec have been coming in.

TO: Honorable Mayor Grossman, Creede Board of Trustees and Mineral County Commissioners
CC: Clyde Dooley, Creede Town Manager
FROM: Eric J. Heil, Town Attorney
RE: Initiating Flood Plain Map Revision Process
DATE: January 2, 2015

Summary: Attached is a draft joint letter from Mineral County and the City of Creede to the Federal Emergency Management Agency ("FEMA") to request revisions and updates to the flood plain map. The FEMA website includes application information for community based requests and applications to revise the flood plain map. I have a call into the Denver office of FEMA to determine the most appropriate process and address to send the letter request.

A form of the application from the website is attached. FEMA may initiate its own flood plain map update based on available resources and allows for flood plain map revision applications by a community as well applications as by individual property owners.

Issues and questions for discussion and clarification include:

- Defining the stretch of Lower Willow Creek flood plain to be updated.
- Determining if FEMA will require a fee for flood plain map revision review or if FEMA will be able to provide assistance.
- Determining if CTP (Cooperating Technical Partners) program may be a good option for Mineral County and Creede.
- Determining if Mineral County and/or the City of Creede have any resources of information it may provide to assist a flood plain map update and revision effort.

Thank you, Eric

U.S. DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
OVERVIEW & CONCURRENCE FORM

*O.M.B No. 1660-0016
 Expires February 28, 2014*

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20958-3005, Paperwork Reduction Project (1660-0016). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above address.**

PRIVACY ACT STATEMENT

AUTHORITY: The National Flood Insurance Act of 1968, Public Law 90-448, as amended by the Flood Disaster Protection Act of 1973, Public Law 93-234.

PRINCIPAL PURPOSE(S): This information is being collected for the purpose of determining an applicant's eligibility to request changes to National Flood Insurance Program (NFIP) Flood Insurance Rate Maps (FIRM).

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA/NFIP/LOMA-1 National Flood Insurance Program (NFIP); Letter of Map Amendment (LOMA) February 15, 2006, 71 FR 7990.

DISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent FEMA from processing a determination regarding a requested change to a (NFIP) Flood Insurance Rate Maps (FIRM).

A. REQUESTED RESPONSE FROM DHS-FEMA

This request is for a (check one):

- CLOMR: A letter from DHS-FEMA commenting on whether a proposed project, if built as proposed, would justify a map revision, or proposed hydrology changes (See 44 CFR Ch. 1, Parts 60, 65 & 72).
- LOMR: A letter from DHS-FEMA officially revising the current NFIP map to show the changes to floodplains, regulatory floodway or flood elevations. (See 44 CFR Ch. 1, Parts 60, 65 & 72)

B. OVERVIEW

1. The NFIP map panel(s) affected for all impacted communities is (are):

Community No.	Community Name	State	Map No.	Panel No.	Effective Date
Example: 480301 480287	City of Katy Harris County	TX TX	48473C 48201C	0005D 0220G	02/08/83 09/28/90

2. a. Flooding Source:

- b. Types of Flooding: Riverine Coastal Shallow Flooding (e.g., Zones AO and AH)
 Alluvial fan Lakes Other (Attach Description)

3. Project Name/Identifier:

4. FEMA zone designations affected: (choices: A, AH, AO, A1-A30, A99, AE, AR, V, V1-V30, VE, B, C, D, X)

5. Basis for Request and Type of Revision:

a. The basis for this revision request is (check all that apply)

- Physical Change Improved Methodology/Data Regulatory Floodway Revision Base Map Changes
- Coastal Analysis Hydraulic Analysis Hydrologic Analysis Corrections
- Weir-Dam Changes Levee Certification Alluvial Fan Analysis Natural Changes
- New Topographic Data Other (Attach Description)

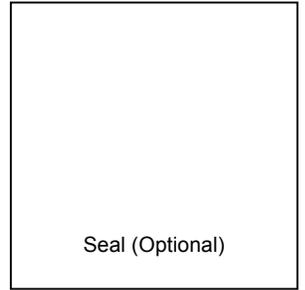
Note: A photograph and narrative description of the area of concern is not required, but is very helpful during review.

Ensure the forms that are appropriate to your revision request are included in your submittal.

Form Name and (Number)

Required if ...

- | | |
|--|---|
| <input type="checkbox"/> Riverine Hydrology and Hydraulics Form (Form 2) | New or revised discharges or water-surface elevations |
| <input type="checkbox"/> Riverine Structures Form (Form 3) | Channel is modified, addition/revision of bridge/culverts, addition/revision of levee/floodwall, addition/revision of dam |
| <input type="checkbox"/> Coastal Analysis Form (Form 4) | New or revised coastal elevations |
| <input type="checkbox"/> Coastal Structures Form (Form 5) | Addition/revision of coastal structure |
| <input type="checkbox"/> Alluvial Fan Flooding Form (Form 6) | Flood control measures on alluvial fans |





Resolution 2015-02

Exhibit A

MEMO

City of Creede

DATE: December 22, 2014
TO: Mayor and Board of Trustees
FROM: Staff
SUBJECT: RFP for Audit Services

Good evening all:

In early December, I published a standard RFP for auditing services. I posted the RFP to our website and directly contacted all CML member auditors. I additionally directly contacted the audit firms of around 15 towns in our area and a few other area accounting firms.

We only received one proposal from our friends at Blair & Associates. Jo included some information that I've passed on to you from DOLA that indicates that they do not promote the 5-year audit changeover. To clarify, this idea came from past boards having concerns with a long-time auditor and a call to the State Auditor Office confirming they recommend switching auditors every 5 years but that it is not required. Jo further explained that individual members of their team are rotated annually to prevent repetition.

I am quite happy with our current auditor and I have no qualms with them staying on. I feel that by taking a look at other options available to us we have done our due diligence in making sure our audit is fair and correct. Blair & Associates has always been very helpful, reasonably priced, and professional. My only concern over the last few years is that our audit was often a bit rushed and I had a long conversation with Pete this summer about that. Turns out, that was due to my misinterpretation that we couldn't really begin the audit until late spring. We agreed to begin exchanging info by February this year to solve this issue and ensure that we have plenty of time for review, clarification, and filing.

I recommend that we go ahead with Blair & Associates and sign an engagement letter at the next regular meeting. Someone from the firm will be available Tuesday night to answer any questions you may have.

**Blair and Associates, P.C.
Proposal for Audit Services
For
City of Creede**

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Blair
and
Associates P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

December 15, 2014

City of Creede
2223 North Main Street
Creede, Colorado 81130

Dear: Mayor and City Council

We thank you for the opportunity to submit a bid proposal for the auditing services for the City of Creede for the years 2014, 2015 and 2016.

We have extensive experience in governmental accounting and auditing, especially county and small municipalities' audits, and have been participants in the peer review process since 1987.

We propose to audit the financial statements of the City of Creede, Colorado as of December 31, 2014, 2015 and 2016. We will conduct our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

If selected as your auditors, we will meet with you at your earliest convenience to arrange for the preliminary audit work. At that time, we will also submit to you a definitive engagement letter.

The audit proposal is a firm and irrevocable offer for 90 days.

We will review all proposed adjusting entries with appropriate personnel before completion of the field work. Audit work papers are the property of Blair and Associates, P.C. Copies of the audit work papers will be made available to you upon completion of the audit.

- 1 -

Collice P. Blair, Jr., CPA, CFE

105 S.E. Frontier, Suite A • Cedaredge, Colorado 81413
Phone 970/856-7550 • Fax 970/856-2122
peteblaircpa@yahoo.com
www.BandACPAS.com

MEMBERS
Colorado Society CPA's
American Institute of CPA's
Association of Certified
Fraud Examiners
Governmental Audit Quality Center

When the audit process is complete, we will provide post-audit reviews and recommendations to interested personnel and the Board that might be implemented to strengthen internal controls or help in management decisions. Any reportable conditions in internal control during the audit will be communicated in writing to management.

Pete Blair, CPA, CFE, a principal in the firm, is authorized to make representations for the firm. His business address and telephone number is as follows:

Pete Blair, CPA, CFE
105 S.E. Frontier Ave., Ste. A
Cedaredge, Colorado 81413
Phone - 970-856-7550
Fax - 970-856-2122
e-mail: peteblaircpa@yahoo.com

We appreciate the opportunity to make this proposal. We look forward to discussing these items along with questions you may have about Blair and Associates, P.C.

Statement of Independence

December 15, 2014

City of Creede
2223 North Main Street
Creede, Colorado 81130

Dear: Mayor and City Council

We have examined the materials submitted to us by you and have determined that we are completely independent in relation to City of Creede and have no conflicts of interest as defined by generally accepted auditing standards.

- 3 -

Firm Qualifications and Experience

Blair and Associates, P.C. is a full service CPA firm. We are located in Cedaredge, Colorado. Our firm has been in existence since 1979. We have a full-time staff of qualified auditors for various audit clients in the governmental, financial institutions and non-profit sector. Our firm's activities include not only the auditing and management services mentioned above, but also include a variety of accounting, tax and client support services, and peer reviews.

Our staff is highly skilled in the use of electronic spread sheets and various other software applications. We use an automated work paper system for the audits which include general ledger, statistical sampling and analytical review procedures.

Our office includes a partner, Pete Blair, CPA, CFE, thirty years of experience, one senior accountant, two staff accountants, para professionals and office manager.

The staff, as well as the partner takes at least 40 hours of continuing education each year of which 24 hours is in governmental accounting and auditing.

Personnel Qualifications

Pete Blair, CPA, CFE
105 S.E. Frontier Ave
Cedaredge, Colorado 81413

Professional Experience:

January 1981 to present

Blair and Associates, P.C., CPA,
performing all services associated with
the practice of public accounting,
including governmental audits.

Mesa State College of Continuing
Education Accounting instructor for two
years.

May 1980 to December 1980

Montrose Memorial Hospital
Assistant Controller

January 1978 to December 1979

Veterans Administration
Finance Division
St. Petersburg, Florida

Industry audit experience includes:

Construction Contractors
Governmental
Not-for-profit Organizations
Small Business

Professional Memberships:

American Institute of Certified Public Accountants
Colorado Society of Certified Public Accountants
Association of Certified Fraud Examiners
Governmental Audit Quality Center

Education:

Bachelor of Science in Accounting, December 1979
University South Florida

Governmental Experience:

We presently provide accounting and auditing services for over 35 governmental entities, such as counties, towns and cities, and various other special districts. These services include auditing, internal controls review and implementation, as well as consultation on other governmental issues such as budgeting.

Pete Blair, CPA, CFE, is also a certified fraud examiner and has provided investigative services to the private sectors as well as governmental entities.

Entities

Delta County
San Miguel County
Ouray County
Town of Saguache
Town of Hotchkiss

Margaret Davey
Ramona Rummel
Connie Hunt
Reese Garcia
Marlene Serle

Peer Review

We believe that quality service is the most important characteristic of our firm. As evidence of our commitment to quality in practice, we have voluntarily submitted to the peer review process of the American Institute of Certified Public Accountants. The most recent report is shown on page 8. We are members of the Governmental Audit Quality Center, which monitors CPA firms that audit governmental entities.

The firm also meets the GAO “Yellow Book” requirements for internal quality review. Several of the firm’s engagements have been reviewed by the State Auditors’ Office or other regulatory body, pursuant to contract requirements, without modification to the work or reports.

As further evidence of our commitment to quality control and the peer review process, we note that our firm is qualified and provides peer review audits for other CPA firms.

System Review Report

To the Shareholder
Blair & Associates, PC
and the Peer Review Board of the Colorado Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Blair & Associates, PC in effect for the year ended September 30, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of Blair & Associates, PC in effect for the year ended September 30, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Blair & Associates PC has received a peer review rating of pass.

Rickards & Company, LLP

February 28, 2012

STATE OF COLORADO
Department of Regulatory Agencies
Division of Professions and Occupations

Active

PRINTED ON SECURE PAPER

CPA

CPA.0006883 Number	12/01/2013 Issue Date	11/30/2015 Expire Date
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Collice P. Blair JR

Cedaredge CO 81413

Lauren Larson
Division Director Signature

Colorado Department of Regulatory Agencies
Division of Professions and Occupations
Board of Accountancy
Blair and Associates P.C.
Public Accounting Firm

FRM.0006787
Number
Active
Credential Status

09/01/2014
Issue Date
08/31/2017
Expire Date

Verify this credential at: www.dora.colorado.gov/professions

Lauren Larson 18176
Division Director: Lauren Larson Credential Holder Signature

Blair
and
Associates P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

December 15, 2014

City of Creede
2223 North Main Street
Creede, Colorado 81130

Dear: Mayor and City Council

The fee for the preparation of the city's audit in accordance with generally accepted accounting principles and governmental standards, issued by the comptroller of the United States will be \$ 7,950.00

-10-

Subject: Re: Auditor Rotation Question

From: Olene - DOLA, Scott (scott.olene@state.co.us)

To: jolancecpa@yahoo.com;

Cc: Don.Merrion@state.co.us; Cynthia.Thayer@state.co.us; Jarrod.Biggs@state.co.us; Bethany.Fox@state.co.us;

Date: Wednesday, December 17, 2014 1:10 PM

Jo, the "5 year requirement" is false and no one in my group would be saying it is a requirement. Also, Crystal Dorsey at OSA has presented at CGFOA and also says it's doesn't exist. You should double check with her.

We've heard some (GASB) presenters at conferences say that periodically changing auditors may be a good practice but I've never heard it being a requirement. In addition, GFOA recommends 5+ year agreements but that services be bid at the end of each contract. I've also heard of three year arrangements that can be extended to 5 for satisfactory performance.

scott

Scott Olene
Local Government Services



COLORADO
Department of Local Affairs
Division of Local Government

Phone: (303) 864-7740
1313 Sherman St. Rm. 521, Denver, CO 80203
scott.olene@state.co.us | www.dola.colorado.gov

Manager's Report

To: Mayor and Board of Trustees
Date: January 6, 2015
From: Clyde Dooley

CDOT HUTF Maps – Administrative Direction

There were no changes to our annual CDOT, Highway User Tax Fund (HUTF) maps last year and attached is the **signature sheet for your approval.**

Creede Hockey Organization – Administrative Direction

Attached is the Cost Recover Agreement with the Creede Hockey Organization agreeing to reimburse the city for expenses from San Luis Valley Rural Electric Cooperative (SLVREC) associated with the new lighting for the hockey/skating ponds.

Heather presented this draft to the Creede Hockey Organization and they are comfortable with the verbiage and terms. I've not heard back from Eric H. on this yet, but this is the standard agreement we've used for things like this. **I feel comfortable asking the Trustees to approve this on the condition it not be signed until I do hear from our attorney.**

Railroad Avenue Public Hearing – Administrative Direction

The Planning Commission feels they're ready to hold a public hearing on the improvement of this property. I anticipate us having more than one and recommend we clarify our thoughts at our next work session. **With your approval we'll notify the adjacent property owners and schedule the first public hearing with the Planning Commission at their February 10th meeting.**

Flume Rehabilitation – Update

The letter for the administrative grant from DOLA to help us with the preliminary engineering report has been submitted. I've attached a draft of the RFP and when we hear from them I'll get back with you on the next step.

Water Source Protection Plan – Update

Attached is our Grant Award Letter for this project. Colleen has our first stakeholders meeting scheduled for January 27th at 5:30 pm.

Fairgrounds and Lagoons Annexation – Update

The information for annexing these two properties was sent to Eric H. and I expect to be getting his recommendations for moving forward later this month.

North Creede Survey – Update

The land exchange with the Forest Service has taken a new path, but it would still behoove us to get the North Creede surveys and property lines clarified as Keith Luttrell recommended to us in September of 2013.

Biernat Encroachment Agreement Extension – Update

Al came in the office the Monday before Christmas and said he changed his mind about requesting an extension or amendment to his encroachment agreement with the city.

2014 Water Augmentation Report – FYI

This is an annual report we submit to the Colorado Division of Water Resources every year and attached is the report submitted for last year. If anyone has any questions, please stop by the office.

Wastewater Treatment Facility Permit – FYI

We were notified last month that the Colorado Department of Public Health and Environment (CDPHE) has sent a draft of our wastewater discharge permit to public notice. They are accepting written comments or requests until January 12, 2015. There are a lot of changes and our engineer is reviewing the documents. Ron's initial response is that we'll want to protest some of the proposed changes because it only adds more expense to a system that is working very fine.

Engineering Status Report – FYI

Ron sent us a status report for 2014 with memos on the flume rehabilitation, Rio Grande replat, school water supply, water supply, and water supply improvement project. I've attached copies so Randi can give you digital copies and if any of you would like hard copies, please let me know.

Lower Willow Creek Restoration Co. – FYI

When we decided to move forward with the Volunteer Clean-up Plan (VCUP) with the Colorado Department of Public Health and Environment (CDPHE) on the Creede Resources Inc. property on the south end of town we also agreed to help the improvement project with in-kind support. And we've done that throughout the process by sending Ben down with the backhoe or one of our trucks during the clean-up the past couple of years.

This coming year in addition to any needed backhoe and dump truck work, Gwen will need some grader work on the next phase of clean-up. I talked with Ben and Scotty and they said they'll be able to work this into their schedules with no problems.

Civil Action No. 01-RB-0318 – FYI

I received a call last month from a lady doing some title work for some property here. She ran across a Notice of Lis Pendens (notice of legal action) the city filed in U.S. District Court listing Denver & Rio Grande Railway Historical Foundation at the defendant. This notice was given a civil action number of 01-RB-0318 filed with the district court July 1, 2002 and recorded in Mineral County July 25, 2002.

The lady explained she was couldn't find a judgment or anything else on this case and asked if I remembered anything. Although this was prior to my arrival, I did remember it while researching our petition with the Surface Transportation Board.

I found the Order of Dismissal filed in September of 2006 and forwarded it to her. She recommended it be recorded to avoid these extra steps in the future and it was recorded December 11, 2014 with reception No. 69020.

Railroad tracks and ties – FYI

Libby also contacted me last week letting me know that Don Shank had been in her office asking his property tax file to be closed because; “he had given all his railroad tracks and ties to the city”. Libby needed a recorded document before she could close the tax file on Don and found what she needed with the May 2011 recording of the STB decision.

I sent Don an email asking him if his intentions are to disclaim his interest in the remaining tracks and ties. I’ll let the Board know if I hear from him.

November Finances – FYI

		YTD
General Fund	20,290	147,182
Capital Improvement Fund	9,067	125,776
Conservation Trust Fund	1	(830)
Virginia Christensen Fund	17	(144,686)
Water & Sewer Fund	<u>9,733</u>	<u>68,077</u>
Net	39,108	195,519

City Sales Tax: is up \$20,064 for the same period last year, and down \$3,922 compared to November of last year.

City Funds total \$2,128,715 through the end of November. That’s up \$573,464 for the same period last year and up \$60,233 from last month. [This is the tool I use to keep track of the funds we have in the bank. I use this spreadsheet to not only keep track of our short term financial stability, but also the long term fiscal sustainability. Fiscal sustainability strategies build the capability of a government to consistently meet its financial responsibilities, both in the short term by adjusting spending to revenues and revenues to spending, and in the long term by protecting future capital improvement plans and future generations of fiscal abilities.]

Budget Fund Balances: Budget fund balances are provided to us once a year after our audit. Please let me know if you’d like to see the spreadsheets &/or audits.

Please stop by the office if you’d like to look at any of these spreadsheets.



Colorado Department of Transportation Creede Signature Sheet

FIPS Code : 17980

12/15/2014

- 2.02 miles of arterial streets
- 3.51 miles of local streets
- 5.53 total miles of H.U.T. eligible streets
 - 0 miles of non H.U.T. eligible streets - Maintained by others
 - 0 miles of non H.U.T. eligible streets - Not maintained

This mileage is the certified total as of December 31, 2014

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Mayor Date

City Clerk Date

The Colorado Department of Transportation can contact the following person with questions regarding this report:

Clyde Dooley Name 719-658-2276 Phone

Submit this signed copy with your annual mileage change report to the Colorado Department of Transportation.

We are required to inform you that a penalty of perjury statement is required pursuant to section 18-8-503 C.R.S. 2005, concerning the removal of requirements that certain forms be notarized.



Mileage Statistics & Totals for Creede

Help

HUTF Eligible

CenterLine Miles

Paved:	Arterial:
2.77	2.02
Unpaved:	Local:
2.76	3.51
Total eligible:	
5.53	

Lane Miles

Paved:	Arterial:
5.51	4.04
Unpaved:	Local:
5.52	6.99
Total:	
11.03	

Non-eligible

CenterLine Miles

Paved:
0
Unpaved:
0
Total non-eligible:
0

Lane Miles

Paved:
0
Unpaved:
0
Total:
0

Download signature sheet (pdf)

Get Adobe Reader

Submit data



COST RECOVERY AGREEMENT

For City of Creede

The Creede Hockey Organization (“CHO”) has asked the City of Creede, Colorado (“City”) to set up an account with the San Luis Valley Rural Electric Cooperative (“SLVREC”) to install six (6) outdoor light poles and twelve (12) lights for the existing hockey ponds. The service account set up with SLVREC is for a minimum of five (5) years. The existing hockey ponds are located within the City limits east of the Creede Community Center.

CHO agrees to reimburse the City for any and all reasonable expenses incurred by the City during the planning and construction process of its request plus the monthly electric and maintenance fees for this service from SLVREC. The City may provide cost estimates upon request by the CHO; however, any cost estimate shall not limit or reduce their obligation to reimburse the City for any and all reasonable costs incurred. Payment shall be due in full in sixty (60) days from the date of the invoice. Interest on any overdue amounts will be assessed at one (1%) percent per month (12% APR). In the event that CHO fails to timely pay the expenses in full, the City may immediately suspend any development process. In the event the City is forced to pursue collection of any amounts due and unpaid under this provision, the City shall be entitled to collect reasonable attorney’s fees and costs incurred in said collection efforts in addition to the amounts due and unpaid.

Dated this _____ day of _____, 2015

Creede Hockey Organization

 Heather DeLonga Date
 Creede Hockey Organization

 City of Creede

 Eric Grossman Date
 Mayor

Mailing address:

City of Creede
 Attn: City Manager
 PO Box 457
 Creede, CO 81130

Mailing address:

Creede Hockey Organization
 Attn: Heather DeLonga
 PO Box 684
 Creede, CO 81130

DRAFT

Heather - SLVREC
 has extra 400
 lights. per Lee/Marvin

**REQUEST FOR PROPOSAL (RFP)
FOR
ENGINEERING SERVICES

FOR THE CITY OF CREEDE
WILLOW CREEK FLUME REHABILITATION**

INTRODUCTION

The intent of this REQUEST FOR PROPOSAL is to obtain a qualified (licensed) person, firm, or corporation, hereafter referred to as Engineering Firm to provide a preliminary engineering report for the rehabilitation of the Willow Creek Flume.

The preliminary engineering report project has been partially funded with a grant through the Department of Local Affairs and proposed future phases will likely be funded with State and Federal grant funds and all proposals must comply with applicable regulations.

The Engineering Firm will be responsible for preparing a complete preliminary engineering report for the repair and rehabilitation of the Willow Creek Flume constructed by the U.S. Army Corps of Engineers in 1951.

To be eligible for consideration, the Engineering Firm must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this proposal.

INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

City of Creede
Attn: City Manager
P.O. Box 457
Creede, CO 81130
(719) 658-2276
manager@creedetownhall.com

If an Engineering Firm, submitting a proposal, finds discrepancies in, or omissions from the Request for Proposal (RFP), or should require additional clarification of any part thereof; a written request for interpretation may be submitted. Any interpretation of, or change made to the RFP will be made by written addendum to each proposing engineering firm, and shall become part of the request for any contract awarded. The City will not be responsible for any oral explanation. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all proposing firms. To be given consideration, inquiries must be received at least seven (7)

calendar days prior to the date established for the opening of proposals. It shall be the responsibility of each proposing Engineering Firm to verify that each addendum has been received prior to submitting a proposal.

SUBMITTAL DATE & LOCATION

All proposals must be delivered prior to 4:00 PM, February 1, 2015. Proposals must be submitted in a sealed envelope plainly marked "REQUEST FOR PROPOSAL/Creede Willow Creek Flume" and addressed to the Board of Trustees.

LATE AND TELEGRAPHIC PROPOSALS

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the proposing Engineering Firm unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing Engineering Firm will be expected to allow adequate time for delivery of proposal. Sole responsibility rests with the proposing Engineering Firm to see that their proposal is received on time.

CONDITIONS OF PROPOSAL SUBMITTAL

All proposing Engineering Firms shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

A duly authorized official of the proposing Engineering Firm submitting the proposal must sign the proposal.

Only one proposal will be accepted from any firm.

All price quotes must be firm for a period of (90) days following the opening of the proposal.

The City of Creede reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award the proposal to the most responsive and responsible proposing Engineering Firm as deemed in the best interest of the City of Creede.

The City of Creede will not return proposals, or other information supplied to the City to the proposing firm.

EVALUATION OF PROPOSALS

The Board of Trustees of the City of Creede and the Creede Flume Committee will evaluate all proposals.

The City MAY interview those prospective Engineering Firms. During the interview and evaluation process, the City reserves the right to accept or request additional information or clarifications from the Engineering Firm or to allow corrections of errors or omissions. Prospective Engineering Firms MAY be required to make oral presentations as part of the evaluation process. The Engineering Firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City, and not necessarily on the basis of the lowest price. Following the notification of the successful Engineering Firm it is expected a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services.

EVALUATION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City, both in service cost and the scope of the services offered.
- B. Responsibility of the proposing Engineering Firm and its experience in dealing with City governments, specifically on projects of similar scope and nature.
- C. The degree to which the proposal meets or exceeds the term of the Request for Proposal.
- D. Design ability, including design philosophy, design skill, construction management skills and project interpretation.

PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Creede.

Proposals shall include the following:

- A. A cover letter shall be provided stating the name, physical and email address and telephone number of the Engineering Firm contact person and must bear the signature of the person having the authority to make the proposal for the Engineering Firm and bind the firm in a formal contract with the City.
- B. A response that defines the methods and means by which the proposing Engineering Firm will perform the services outlined in the Request for Proposal.
- C. A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.

- D. A list of at least (3) three references for which services have been provided by the proposing Engineering Firm for governmental agencies for projects of this type, include contact names, addresses, and telephone numbers.
- E. The proposed not-to-exceed budget and specific costs proposed for each specific task and rates for additional services as well as a description of when a guaranteed maximum price for the project will be provided to the City.
- F. Evidence that the Engineering Firm has worked on similar projects.
- G. A staffing plan for the proposed project.
- H. A Statement of qualifications which will include a list of those individuals who will be working on the project either as employees/principals or as employees of a subcontractor who will work on the project under the supervision of the Engineering Firm.
- I. Any other information deemed necessary by the proposing Engineering Firm.
- J. Please provide seven (7) copies of the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the Engineering Firm has full knowledge of the scope, nature, quality, and quantity of work to be performed, and the detailed requirements and conditions under which the work is to be performed.

GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING ENGINEERING FIRM

Professional service or creative work, including consultation, evaluation, planning, design, surveying, etc. must be performed by a Registered professional Engineer or Architect licensed to practice in the State of Colorado.

The successful proposing Engineering Firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Creede.

The successful proposing Engineering Firm and its employees will operate as an independent contractor and will not be considered employees of the City of Creede.

SCOPE OF WORK

The Engineering Firm will provide, at a minimum, the following:

- Study and assess the condition of the Willow Creek Flume in order to formulate a proposed preliminary engineered report for the project design and schedule for the

repair and rehabilitation of the flume, which will be approved by the Board of Trustees of City of Creede.

- Provide all field and office survey work required for proposed preliminary engineered design(s) of the project.
- Accomplish all phases of the preliminary engineering design in the format required by the appropriate funding agencies, and assist the City in securing and administering grant funds.
- Prepare preliminary engineered design drawings, specifications and contract documents for regulatory and lending agency approval, and for bidding. It is intended that the Engineer will provide inspection and other construction phase services.
- Provide proposal for preliminary engineered construction costs, including a recommendation to the timing and/or phasing of the proposed construction project.
- Certify the accuracy of submitted progress payment requests made by the contractor and issue payment certificates as they become due under the terms of the construction contract.
- Ensure that all guarantee items during the warranty period are coordinated and completed to the satisfaction of the City.
- At the completion of the project, provide the City with complete "As Built" drawings and specifications with revisions recorded by the contractor and reviewed and approved by the Engineering Firm.

RESPONSIBILITIES OF THE CITY OF CREEDE

There is no expressed or implied obligation on behalf of the City of Creede to reimburse the Engineering Firm for any expenses incurred in preparing proposals or in attending any pre-proposal meeting interview in response to this request for proposal.

The City shall provide:

- A copy of the periodic inspection of the Willow Creek Flume performed by the U.S. Army Corps of Engineers in 2012.
- Any other documents pertaining to the completion of the work as represented in the Scope of Services.

INDEMNIFICATION

The Engineering Firm agrees to indemnify and hold harmless the City of Creede, and its officers and its employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if any injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error, mistake, accident, or other fault of the Engineering Firm, or any officer, employee, or agent of the Engineering Firm.

RIGHT TO REFUSE PROPOSALS

The City of Creede reserves the right, without prejudice, to reject any and all proposals or any part of any proposal.

STATE OF COLORADO

John W. Hickenlooper, Governor
Larry Wolk, MD, MSPH
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S.
Denver, Colorado 80246-1530
Phone (303) 692-2000
Located in Glendale, Colorado
www.colorado.gov/cdphe



Colorado Department
of Public Health
and Environment

December 11, 2014

Clyde Dooley
City of Creede
2223 North Main Street
Creede, Co 81130

Re: Source Water Protection Planning Grant Award Letter

The Water Quality Control Division (Division) and the Source Water Protection Planning (SWPP) staff would like to commend you on completing and submitting your source water protection planning grant application. The Division recognizes your significant contribution and commitment to protecting untreated drinking water supplies in the State of Colorado. This letter acknowledges you as the recipient of a source water protection planning grant in the amount of \$5,000.00. As outlined in your grant application, the completed source water protection plan is required to meet the seven plan acknowledgment criteria listed below:

- 1) A public participation and/or stakeholder interest group was recognized and established.
- 2) A water supply setting was identified and all groundwater and/or surface water sources were considered in the plan.
- 3) A water demand/analysis with an associated contingency plan was completed.
- 4) A source water assessment delineation and protection area was recognized and identified.
- 5) A contaminant source inventory was completed and verified in the plan.
- 6) A source water priority strategy and susceptibility analysis was recognized and established.
- 7) Source water protection measures and "best management practices (BMP)" were outlined, and at least one BMP was implemented.

As agreed upon in the Statement of Work submitted with your grant application, you are responsible for the following deliverables:

- 1) No later than 180 days prior to the purchase order expiration date, submit a progress email describing the following:
 - Current completion percentage of the plan
 - Estimated completion dates for the plan, BMP proposal letter, and electronic shape file submittal
 - A request for grant extension with proper justification (if applicable).
- 2) No later than 90 days prior to the purchase order expiration date, the contractor shall submit the following:
 - Completed source water protection plan in electronic and hardcopy format
 - Electronic shape-file of the protection planning area
- 3) No later than 60 days prior to the purchase order expiration date, the contractor shall submit the following:
 - Best Management Practice proposal letter

A unique purchase order number can be found on the upper right corner of the purchase order form enclosed. Please reference this purchase order number on all invoices that are submitted to the SWAP Program Coordinator on your official letterhead. If you have further questions or would like to discuss this further, please contact John Duggan at 303-692-3534.

Sincerely,

John M. Duggan, SWAP Coordinator
Water Quality Control Division

cc: Protection Planning Coordinator; SWAP File

2014 CITY OF CREEDE ENGINEERING STATUS REPORT

- Flume Rehabilitation
- Rio Grande Replat - 5th to 3rd Street
- School Water Supply Status
- Water Supply
- Water Supply Improvement Project

Prepared by:



2420 Alcott Street • Denver, CO 80211
Tel: 303-964-3333 • Fax: 303-964-3355
www.merrick.com

MEMORANDUM

CITY OF CREEDE WATER SUPPLY IMPROVEMENT PROJECT

December 1, 2014

The well supply pumping/treatment building is now 20 years old. It has not had extensive maintenance.

It is recommended that the Board authorize an improvement project, using the water enterprise reserve fund. Total cost should be in the range of \$30,000 (depending on how much staff time is available).

Work items to include:

1. Install a 3-inch (or 4-inch) **surge relief valve**. Dynamic pressure during pumping is about 150 psi. Because of the long transmission line, transient surges occur during pump startup or shutdown. Electric pump control valves mitigate transients; however, pressures over 200 psi can occur in the event of a power outage. This will be more of a danger when the School's plumbing and plastic distribution lines come online. (This improvement would be a legitimate use of part of the School's SDF.)

Ben's crew can probably install. Cost of the valve (with manufacturer startup assistance) and fittings will be approximately \$7,500.

2. **Painting**. Stain exterior logs. Repaint interior. Clean and paint doors (metal doors/exteriors have extensive rust).
3. **Overhaul lime feeder** – make operable. The water source is very soft and mildly corrosive. The Town has a lot of metal pipe, plumbing, and tanks; corrosion control has long-term value. Improvements include:
 - feeder replacement parts (Robert has located),
 - a dehumidifier.

Prepared by:



McLaughlin Water Engineers
A Division of Merrick & Company

A handwritten signature in black ink, appearing to read "Ronald C. McLaughlin".

Ronald C. McLaughlin, PE & LS

MEMORANDUM

CITY OF CREEDE FLUME REHABILITATION

December 1, 2014

Engineering **Fundamentals** include:

1. The flume bottom (always under water) appears to be in good condition. Most of the upper flume walls (not wet in winter) are in good condition.

The basic problem is that the freeze/thaw cycles have accelerated erosion - along the complete length of the flume – at the winter water line, where the wall is wet and where freezing occurs.

This erosion has caused structural foundation problems. When this low line crumbles, the lack of support for the above wall eventually causes tension cracking and failure of the sloped wall above.

The failed areas can be spot repaved. However, the entire winter flow line length should be improved in the near future. It is more economical to prevent upper slope failure than to fix it later.

There are other minor problems, but most of these can be handled as maintenance items.

2. Concrete and other cementitious products will eventually degrade when experiencing freeze – thaw cycles. We have extensive experience with this phenomenon – mostly because of rehabilitation of concrete water storage vessels in cold climates.
3. Probably the most knowledgeable concrete cold-weather expert is an engineer with CTL|Thompson, (who is actually a native of the San Luis Valley). He has been a specialty consultant on several conventional tank projects as well as open channels. Concrete/grout life can be extended significantly with proper design. Two key factors are:

- A dense, low permeability, mixture (note that the granite stones have a very long life); and
 - The use of optimum air entrainment.
4. The candidate concrete blankets proposed have a low probability of being a part of the optimum improvement. The blankets do not facilitate high density, impervious concrete, and do not provide air entrainment – and thus will have a shorter life.

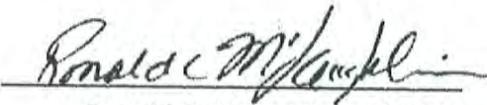
More importantly, the blankets have no structural value. Therefore, the damaged walls must be repaired structurally before applying the blankets.

If the damaged walls (freeze/thaw) are repaired using proper techniques, there will be no need or purpose for the blankets.

5. The selected design and construction approach must be implementable using only the existing flume footprint for much of the length. Acquiring significant additional easement in the developed reaches would be impractical.
6. The most significant comparables are capital cost and useful life (durability). The preliminary designs for candidate alternates have not yet been developed to the detail so that reliable cost comparisons are available.

Prepared by:




Ronald C. McLaughlin, PE & LS

MEMORANDUM

**CITY OF CREEDE
SCHOOL WATER SUPPLY - STATUS**

November 21, 2014

-
1. The offsite plans have been approved by the Engineer. Final approval by the Town is dependent on easement acquisition.
 2. Plans for the onsite system have not yet been submitted. That part of the project will be treated as service facilities.
 3. The County has asked for an 8-inch branch. We have required that a gate valve (Creede owned) be installed at the tee. At this time this 8-inch line across Corsair Drive is to be County owned – managed as a service line. Future service will require agreements, fees and a meter/PRV station. The line will be inspected and tested so that it could become Town owned and maintained, depending on agreement provisions.
 4. The Neenan Engineer was informed as to system operation pressures and potential surges in this area – and advised to consider pressure relief valves. They elected to assume the risk, and not to install relief valves.

Prepared by:



Ronald C. McLaughlin, PE & LS

MEMORANDUM

CITY OF CREEDE RIO GRANDE REPLAT – 5TH TO 3RD STREET

December 1, 2014

A development of this area was proposed and a preliminary plan prepared. However, it was found that all utilities were not accurately located on the as-builts and that plan would require expensive relocations.

As the developer, the Town will be responsible for:

- Preparing and processing the Preliminary Plat.
- Preparation and staking of the final plat.
- Planning and construction of all utilities (including drainage) and streets/alleys.
- Prepare a grading plan and regrade the area.
- Marketing the resulting lots.

We have prepared an illustrative preliminary plat, which has been furnished to the Planning Commission and staff. This Plan results in three medium size residential lots plus a detention pond/snow storage area; no expensive utility relocations result.

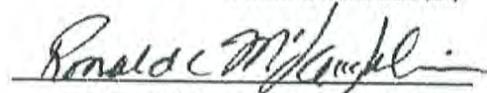
The Commission suggested revisions include:

1. Extend 4th Street thru the plat (rather than a “hammer head” turnaround). Probably limit costs by using a recycled asphalt surface.
2. Connect the alley between 3rd and 4th, northerly to 3rd Street.
3. Extend the alley between 4th and 5th westerly to Loma Street.
4. Consider using Lot 1 as a Town parking lot.

There are no major cost implications associated with these revisions.

Prepared by:




Ronald C. McLaughlin, PE & LS

MEMORANDUM

CITY OF CREEDE
WATER SUPPLY

December 1, 2014

Clyde now does all the accounting for the required reporting relating to the Creede Augmentation Plan.

Creede is in an enviable position with regard to water rights and water resources.

- Year 2014 consumptive use numbers show a minimum surplus of 25.28 acre-ft. (use of 7.72 acre-ft.). Thus, under present conditions, Creede has the water resource to develop up to three times the present level.
- Water quality is excellent.
- The 2014 total pumpage is less than 2/3 of the 2010 pumpage.
- With the revised decree, we can pump up to 43 MG/month – which is over three times the 2014 maximum month demand.

Creede does not now have an engineering Master Plan for the water system to service 200% growth potential and probably does not need one until significant new development is imminent. However, the recent water improvements projects have been sized to support such growth as a base system.

Prepared by:



Ronald C. McLaughlin, PE & LS

City of Creede - Water Rights\Annual Report - Year 2014

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16a	16b	17	18
Nov.	0.17	14	0.00	0.0	0.23	19	0.0016	0.0304	9	0.0015	0.0135	0.000	0.44	0.50	29.75	2.4	1.2	1.2	30.95	30.50
Dec.	0.18	14	0.00	0.0	0.0	19	0.0017	0.0323	9	0.0015	0.0135	0.000	0.23	0.50	30.74	0.5	0.25	0.25	30.99	30.76
Jan.	0.18	14	0.00	0.0	0.0	19	0.0017	0.0323	9	0.0015	0.0135	0.000	0.23	0.50	30.74	0.5	0.25	0.25	30.99	30.76
Feb.	0.16	14	0.00	0.0	0.0	19	0.0015	0.0285	9	0.0015	0.0135	0.000	0.20	0.50	28.75	0.5	0.25	0.25	29.00	28.80
Mar.	0.18	14	0.00	0.0	0.0	19	0.0017	0.0323	9	0.0015	0.0135	0.754	0.98	0.50	30.74	0.5	0.25	0.25	30.99	30.01
Apr.	0.17	14	0.00	0.0	0.46	19	0.0016	0.0304	10	0.0015	0.0150	0.754	1.43	0.50	29.75	4.3	2.15	2.15	31.90	30.47
May	0.18	14	0.30	4.2	0.59	19	0.0017	0.0323	10	0.0015	0.0150	0.784	5.80	0.50	30.74	5.4	2.7	2.7	33.44	27.64
Jun.	0.44	14	0.41	5.74	0.72	19	0.0017	0.0323	10	0.0015	0.0150	0.770	7.72	0.50	29.75	6.5	3.25	3.25	33.00	25.28
Jul.	0.46	14	0.39	5.46	0.72	19	0.0017	0.0323	10	0.0015	0.0150	0.521	7.21	0.50	30.74	6.5	3.25	3.25	33.99	26.78
Aug.	0.46	14	0.14	1.96	0.63	19	0.0017	0.0323	10	0.0015	0.0150	0.510	3.61	0.50	30.74	5.7	2.85	2.85	33.59	29.98
Sept.	0.44	14	0.11	1.54	0.49	19	0.0017	0.0323	10	0.0015	0.0150	1.284	3.80	0.50	29.75	4.6	2.3	2.3	32.05	28.24
Oct.	0.18	14	0.06	0.84	0.34	19	0.0017	0.0323	10	0.0015	0.0150	1.014	2.42	0.50	30.74	3.3	1.65	1.65	32.39	29.97
Total	3.20		1.41	19.74	4.18		0.020	0.380		0.0180	0.1725	6.391	34.06		362.89	40.70	20.35	20.35	383.24	349.18

Notes: Residence additions are accumulated from 1995 base
 Column (1) as stipulated in Case 94CW31
 Column (4) = (2) x (3)
 Column (8) = (6) x (7)
 Column (11) = (9) x (10)
 Column (15) = (14) x No. of days in Month x 1.983
 Column (17) = (15) + (16b)
 Column (18) = (17) - (13)
 Gray = Fixed Numbers

Prepared by: Chloe Dooley
 Date: Nov. 14, 2014

City Funds

by account

2014		1/31/14	2/28/14	3/31/14	4/30/14	5/31/14	6/30/14	7/31/14	8/31/14	9/31/14	10/31/14	11/30/14	12/31/14
Acct. No.													
1	ColoTrust	548001	203,770	203,788	203,807	203,827	203,866	203,866	203,906	203,925	203,945	203,964	
2	Conservation Trust	204498	9,632	9,633	10,398	10,400	11,078	11,080	5,173	5,847	5,848	5,849	
3	Capital Improvement	200263	354,113	357,127	357,168	362,334	370,307	365,264	449,042	466,112	462,691	484,651	
4	WS Checking	204501	303,835	308,183	319,509	307,314	322,274	325,860	328,005	308,180	316,165	330,990	
5	WS Savings	360422	23,782	23,782	22,130	22,130	22,139	22,139	22,139	22,148	22,148	22,148	
6	Deep Creek (Res)	360430	37,381	37,381	35,733	35,733	35,747	35,747	35,747	35,760	35,760	35,760	
7	Virginia Christensen	254010	455,274	455,309	455,341	457,213	405,445	405,470	320,501	320,518	320,535	320,552	
8	WS 2% Savings	360449	37,497	37,497	38,383	38,383	40,145	40,145	40,145	41,036	41,036	41,036	
10	CD 4/5/04	651232	69,622	69,631	69,639	69,639	69,666	69,674	69,683	69,692	69,701	69,709	
11	Gen. Fund Checking	204188	446,626	468,803	453,789	399,822	505,946	496,228	526,041	535,642	590,653	614,056	
Total Funds			1,941,532	1,971,134	1,965,897	1,906,795	1,960,461	1,986,613	2,000,382	2,008,860	2,068,482	2,128,715	

**City funds are up \$573,464 (2,128,715 - 1,555,251) for the same period last year
and up \$60,233 (2,128,715 - 2,068,482) from last month**

	Beginning	Ending
2004	446,511	558,464
2005	558,464	656,467
2006	656,467	892,639
2007	892,639	1,008,282
2008	1,008,282	1,023,796
2009	1,023,796	1,277,112
2010	1,277,112	1,497,354
2011	1,497,354	1,680,710
2012	1,680,710	1,368,684
2013	1,368,684	1,717,812
2014	1,717,812	2,128,715
		<u>1,682,204</u>

Paving

	446,511	2,128,715	1,682,204
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In Bank	<u>Up</u>	<u>477%</u>
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Profit	<u>Up</u>	<u>377%</u>
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